To accompany job description and person specification FN512a Accountant.

Job title: Accountant

Directorate/Service/Team: Children’s Services / Education Services / Schools, Finance & Support

**Organisation Structure**

Reporting to: Team Manager, Schools Finance & Support

**Context of Work**

This postholder’s work links with the four blocks of the Dedicated Schools Grant (DSG). This grant funds mainstream schools, special schools and learning centres, as well as funding some services provided by Dorset Council. There will be a requirement to stay up to date with the latest information published in respect of the DSG and communicate changes to both colleagues and schools. There will be annual consultations to run with schools and papers to be written and presented to the Dorset Schools’ Forum.

The postholder will be involved in producing budget setting tools for schools, checking budgets and monitoring budgets during the year, alongside colleagues in the team. This may involve meeting Headteachers and Business Managers from schools, either in person at their school or virtually. There is also a requirement to run training sessions for school staff and governors in respect of good financial practice.

There is management responsibility for Finance Officers in the team responsible for working on school budgets.

There will be a focus on work connected with the high needs block of the DSG. This will involve working with colleagues in localities, as well as central teams based in Dorchester. Work will link to the annual cycle of the Dorset School’s Forum and may involve modelling funding mechanisms and writing reports. Work also includes calculating values for elements of high needs funding and updating connected documentation. The role will also have responsibility for calculating mechanisms for distributing grants when needed and updating the pupil growth calculator.

**Other information**

Working time will be split between working from home and working in the office at County Hall.

This role requires a basic Disclosure and Barring Service (DBS) check.

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| **Context statement prepared by:** |
| Manager | Team Manager – Schools, Finance & Support | Date | 24 June 2025 |